

# Virtual Collaboration Event Producer and Trainer



Project Title	Virtual Collaboration Event Producer and Trainer
Project Summary	Facilitate agency-wide virtual events and teach employees how to effectively use multi-media platforms; additionally, you will be responsible for coaching NASA employees on the logistics of running a virtual event.
Country	United States

## Project Description

Interns will check-in with their team leaders, who will assign projects such as: hosting virtual events, the creation and implementation of practices which aim to enhance the workforce, becoming a POC for questions that relate to collaboration tools such as Adobe Connect, and training other NASA employees in virtual collaboration tools. As an Intern, you will be expected to learn the logistics of Adobe Connect, and will be expected to facilitate the tool and others for other offices in the agency. Interns will also be expected to demonstrate time management skills, as most of the work will be completed on their own.

## Required Skills or Interests

Skill(s)

Storytelling/blogging/vlogging

Videography

## Additional Information

Able to convey messages clearly, friendly and positive attitude (you will join a close-knit team). Interests: Self-development, working in a virtual setting, becoming a member of a team

# Language Requirements

*None*